

# **PUPIL TRANSPORTATION ANNUAL REPORTS**



**FY 2005-2006**

**On-Line Reporting  
MEDMS**

This PowerPoint presentation is available online at:

<http://www.state.me.us/education/const/trans.htm>

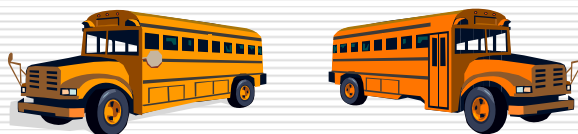
**MEDMS (Maine Education Data Management System) now provides on-line reporting for data previously reported on the following forms:**

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- ☐ **EFT-18** - Public School Bus Inventory and Mileage Report
- ☐ **EFT-18A** - District-owned Non-conforming Vehicles Report
- ☐ **EFT-19** - Privately-owned School Bus Inventory Report
- ☐ **EFT-19A** - Privately-owned Non-conforming Vehicles Report
- ☐ **EFT-21** - Public School Transportation Training, Safety and Operations Report

**This new system contains only two reports:**

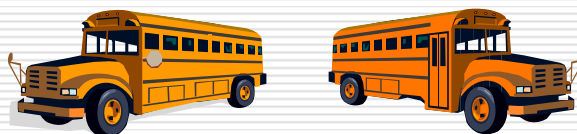
- ☐ **Vehicle Inventory – all vehicles; both publicly owned and privately owned**
- ☐ **Safety and Training**



# GETTING STARTED

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- ❑ If you do not have access to MEDMS, see your MEDMS Administrator for a Username and Password. You will need to have "Transportation Administrator" permission.
- ❑ Disable any pop-up blocker software on your computer. Your IT person can help you with that if necessary.
- ❑ The New Vehicle Inventory report gathers data on all vehicles used to transport students and covers both school-owned (public) and contracted (private) vehicles.
- ❑ If a field is gray, the information is not needed, so the field is not available for use.
- ❑ In addition to the information provided in this document, follow instructions provided on the on-line form and any popup instructions.
- ❑ Save your work often BUT the system will not save updated information unless all required fields are completed on the form in which you are working. For example, if you are entering data on a particular vehicle on the *Vehicle Inventory and Usage Edit Form*, you must complete that entire form and save it successfully. If you hit RETURN without saving, your work on that vehicle will be lost.



# MEDMS WEBSITE

<https://www.medms.maine.gov/medms>

## LOG ON SCREEN


MEDMS Welcome - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address [http://10.10.228.189/prjWEB/Medms\\_Welcome.aspx](http://10.10.228.189/prjWEB/Medms_Welcome.aspx) Go Links

Y! school bus Search Web Mail My Yahoo! Answers Games Local Music My Web

 Welcome to the Maine Education Data Management System (MEDMS)

[Ligon Help](#)

Please enter your Username and Password.

Username:

Password:

**PLEASE NOTE:**

- **Notice (06/30/06):** As of the close of business today, Friday 6/30/2006, the MEDMS Staff Module will be shut down for the summer to allow us to prepare for the coming school year. The Staff Module should be back online in mid-August.
- **Notice (06/28/06):** The transportation reports/data collection forms mentioned in [Information Letter #157](#) are not currently available. As stated in the letter the forms will be

Done Internet

# Selecting the Application and Action

**Step 1:** Select Transportation and then click "Go"

Please select an Application and an Action from the menu above.

**Step 2:** Select the desired Action and then hit "Go."

**NOTE:** This graphic shows "Bus Inventory" as one of your choices. When you go into MEDMS to enter your data, it will read "Vehicle Inventory."

**To get started, click "Vehicle Inventory."**  
**This will bring you to the "Vehicle Inventory Form."**

# VEHICLE INVENTORY FORM

Maine Education Data Management System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: http://10.10.228.189/prjWEB/Medms\_BusInventory.aspx?app=Transportation&role=Bus%20Inventory&parent=0&child=0&action=read

Maine Education Data Management System

Application: Transportation Go Action: Bus Inventory Go

Help  
Logoff  
Change Password

Please select an Application and an Action from the menu above

## Bus Inventory Form

Select SAU: Action School Department

Name of Person Completing this Report: Please Select?...

Phone Number: BEELER, BRIAN

Email Address:

Fax Number:

Selected Vehicle:

Step 3: Verify that the correct SAU is listed.

Step 4: Select your name.

Done Internet

# PART 1

## VEHICLE INVENTORY DATA

**NOTE:** This graphic shows "Bus Inventory Form." When you go into MEDMS to enter your data, it will read "Vehicle Inventory Form"

**IMPORTANT:** "In Service" **DOES NOT** include Contracted or New Addition. If the bus is contracted, click Contracted from the drop down list. If the bus is new to the fleet, click New Addition from the drop down list.

**Step 5:** Verify Status of each vehicle. Make change as needed on this screen by using the drop down list provided (see **IMPORTANT** note to the left. If changing to Sold, Scrapped, Traded, etc., you must still complete the "Vehicle Inventory and Usage Edit Form" – see Step 6 below.

**Step 6:** Click "Update" to move to the "Vehicle Inventory and Usage Edit Form" to enter data for each vehicle.

**Step 7:** Add new vehicles by using these buttons.  
[SAU Owned](#) - click here.  
[Contractor Owned](#) – Click here.  
**See Pages 15-18 for more instructions**

**Step 8:** "Save Form Data" saves the data but does not always refresh the screen. To refresh the screen, click on the green icon. We recommend saving and refreshing OFTEN to avoid losing your work.

| Serial Number | Year | Vehicle Make | Status     |
|---------------|------|--------------|------------|
| 1935          | 88   | Thomas       | In Service |
| 2216          | 94   | Thomas       | In Service |
| 2217          | 94   | Thomas       | In Service |
| 9350          | 96   | Thomas       | In Service |

**IMPORTANT:** Verify that you have entered **ALL** data for **EVERY** vehicle prior to the deadline.

# Vehicle Inventory and Usage Edit Form

## Steps 6, 7 and 8

(One form must be completed for each vehicle)

**NOTE:** This graphic shows "Bus Inventory and Usage Edit Form." When you go into MEDMS to enter your data, it will read "Vehicle Inventory and Usage Edit Form"

2005-2006 **BUS Inventory and Usage**

Serial No. (VIN): 1935 Year: 88

Vehicle Type: School Bus Fuel: Diesel Capacity: Over 71

Vehicle Class: C Body: Thomas Chassis: International

Contractor Name: Add New

Gross Vehicle Weight: 0 Primary Use: General Student Transportation

**Features:** Annual Mileage by Usage Type:

|   |                                |   |
|---|--------------------------------|---|
| Auto Transmission : <input checked="" type="checkbox"/> yes     | Annual Route Miles:            | 0 |
| Air Brakes: <input checked="" type="checkbox"/> yes             | Annual School-To-School Miles: | 0 |
| Lift Equipped: <input checked="" type="checkbox"/> yes          | Annual Trip Miles:             | 0 |
| Two-Way Communications: <input checked="" type="checkbox"/> yes | Other (Non-School Related):    | 0 |
| Total Usage Miles:  |                                | 0 |

Odometer Readings (Original Odometer): Previous: 245978 Ending: 0

Was the odometer on this vehicle changed this year's submission? ☐ Yes ☐ No  
If yes, please check the odometer and provide beginning and ending mileage amounts.

**NOTE:** You must complete ALL information on this page and SAVE successfully before hitting Return. If you hit Return without saving, you will lose your work.

Annual Miles (Calculated): 0

Save Return

**Continue for further instructions.**



# Vehicle Specifications

(see also Pages 13 and 14)

Verify all data here.

2005-2006 BUS Inventory and Usage Edit Form

Serial No. (VIN): 1935 Year: 88

Vehicle Type: School Bus Fuel: Diesel Capacity: Over 71

Vehicle Class: C Body: Thomas Chassis: International

Contractor Name: Add New

Gross Vehicle Weight: 0 Primary Use: General Student Transportation

Features: Annual Mileage by Usage Type:

Auto Transmission : ☒ yes Annual Route Miles: 0

Air Brakes: ☒ yes Annual School-To-School Miles: 0

Lift Equipped: ☒ yes Annual T: 0

Two-Way Communications: ☒ yes Other (Non-School Related): 0

Total Usage Miles: 0

Odometer Readings (Original Odometer): Previous: 245978 Ending: 0

Was the odometer on this vehicle changed since last year's submission? If yes, please check this box and provide beginning and ending mileage amounts of the new odometer : ☐

Annual Miles (Calculated): 0

Save Return

Click to put a check mark in each box only if the answer is "yes."

Continue for further instructions.

## Reporting Annual Mileage by Usage Type

http://10.10.228.189/prjWEB/Medms\_BusAddEdit.aspx - Microsoft Internet Explorer

**2005-2006**

Serial No. (VIN):

Vehicle Type:  Fuel:  Capacity:

Vehicle Class:  Body:  Chassis:

Contractor Name:

Gross Vehicle Weight:  Primary Use:

Features:

Auto Transmission : ☐ yes

Air Brakes: ☐ yes

Lift Equipped: ☐ yes

Two-Way Communications: ☐ yes

Annual Mileage by Usage Type:

|                                |                                |
|--------------------------------|--------------------------------|
| Annual Route Miles:            | <input type="text" value="0"/> |
| Annual School-To-School Miles: | <input type="text" value="0"/> |
| Annual Trip Miles:             | <input type="text" value="0"/> |
| Other (Non-School Related):    | <input type="text" value="0"/> |
| <u>Total Usage Miles:</u>      | <input type="text" value="0"/> |

Total miles traveled transporting student would also include m transportation.

Odometer Readings (Original Odometer): Previous:  Ending:

Was the odometer on this vehicle changed since last year's submission? If yes, please check this box and provide beginning and ending mileage amounts of the new odometer : ☐

Annual Miles (Calculated):

Done Internet

As you update each vehicle, you must enter **Annual Miles by Usage Type** for that vehicle. If an answer is zero, make sure it shows 0 in that box. The **Total Usage Miles** will calculate automatically.

Definitions of each Usage Type are available by hovering over the box.

# Reporting Odometer Readings

## Step 6A

http://10.10.228.189/prjWEB/Medms\_BusAddEdit.aspx - Microsoft Internet Explorer

### 2005-2006 BUS Inventory and Usage Edit Form

|                        |   |                                      |   |
|------------------------|---|--------------------------------------|---|
| Serial No. (VIN):      | <input type="text" value="1935"/>                           | Year:                                | <input type="text" value="88"/>                             |
| Vehicle Type:          | <input type="text" value="School Bus"/>                     | Fuel:                                | <input type="text" value="Diesel"/>                         |
|                        |   | Capacity:                            | <input type="text" value="1-7"/>                            |
| Vehicle Class:         | <input type="text" value="A1"/>                             | Body:                                | <input type="text" value="Blue Bird"/>                      |
|                        |   | Chassis:                             | <input type="text" value="Blue Bird"/>                      |
| Contractor Name:       | <input type="text"/> <input type="button" value="Add New"/> |                                      |   |
| Gross Vehicle Weight:  | <input type="text" value="0"/>                              | Primary Use:                         | <input type="text" value="General Student Transportation"/> |
| <u>Features:</u>       |   | <u>Annual Mileage by Usage Type:</u> |   |
| Auto Transmission :    | <input type="checkbox"/> yes                                | Annual Route Miles:                  | <input type="text" value="0"/>                              |
| Air Brakes:            | <input type="checkbox"/> yes                                | Annual School Miles:                 | <input type="text" value="0"/>                              |
| Lift Equipped:         | <input type="checkbox"/>                                    | Annual Other (Specified):            | <input type="text" value="0"/>                              |
| Two-Way Communication: | <input type="checkbox"/> yes                                | Total Usage Miles:                   | <input type="text" value="0"/>                              |

Odometer Readings (Original Odometer):

|           |                                     |         |                                |
|-----------|-------------------------------------|---------|--------------------------------|
| Previous: | <input type="text" value="245978"/> | Ending: | <input type="text" value="0"/> |
|-----------|-------------------------------------|---------|--------------------------------|

Was the odometer on this vehicle changed since last year's submission? If yes, please check this box and provide beginning and ending mileage amounts of the new odometer : ☐

**NOTE:** If the odometer has been changed on this vehicle during this reporting year, do not enter anything in the "Ending" box above. Click this box for more information (see next page).

Annual Miles (Calculated):

**Annual Miles** will calculate automatically. If the **Annual Miles** does not equal the **Total Usage Miles**, you will get an error message when you click **SAVE**. The error must be corrected before you can continue.

# Reporting Odometer Readings on Vehicles with a New Odometer

## Step 6B

http://10.10.228.189/prjWEB/Medms\_BusAddEdit.aspx - Microsoft Internet Explorer

### 2005-2006 BUS Inventory and Usage Edit Form

|   |   |                                      |   |
|---|---|--------------------------------------|---|
| Serial No. (VIN):   | <input type="text" value="1935"/>                           | Year:                                | <input type="text" value="88"/>                             |
| Vehicle Type:   | <input type="text" value="School Bus"/>                     | Fuel:                                | <input type="text" value="Diesel"/>                         |
|   |   | Capacity:                            | <input type="text" value="Over 71"/>                        |
| Vehicle Class:  | <input type="text" value="C"/>                              | Body:                                | <input type="text" value="Thomas"/>                         |
|   |   | Chassis:                             | <input type="text" value="International"/>                  |
| Contractor Name:  | <input type="text"/> <input type="button" value="Add New"/> |                                      |   |
| Gross Vehicle Weight:   | <input type="text" value="0"/>                              | Primary Use:                         | <input type="text" value="General Student Transportation"/> |
| <u>Features:</u>  |   | <u>Annual Mileage by Usage Type:</u> |   |
| Auto Transmission :   | <input checked="" type="checkbox"/> yes                     | Annual Route Miles:                  | <input type="text" value="0"/>                              |
| Air Brakes:   | <input checked="" type="checkbox"/> yes                     | Annual School-To-School Miles:       | <input type="text" value="0"/>                              |
| Lift Equipped:  | <input checked="" type="checkbox"/> yes                     | Annual Trip Miles:                   | <input type="text" value="0"/>                              |
| Two-Way Communications:   | <input checked="" type="checkbox"/> yes                     | Other (Non-School Related):          | <input type="text" value="0"/>                              |
| Odometer Readings (Original Odometer):  |   | Previous:                            | <input type="text" value="245978"/>                         |
|   |   | Ending:                              | <input type="text" value="0"/>                              |
| Was the odometer on this vehicle changed since last year's submission? If yes, please check this box and provide beginning and ending mileage amounts of the new odometer : | <input checked="" type="checkbox"/>                         | Beginning:                           | <input type="text" value="0"/>                              |
|   |   | Ending:                              | <input type="text" value="0"/>                              |
|   |   | Annual Miles (Calculated):           | <input type="text" value="0"/>                              |
|   |   | <input type="button" value="Save"/>  | <input type="button" value="Return"/>                       |

When you click this box, new **Beginning** and **Ending** fields will appear. Follow **1, 2 & 3** above as indicated.

**1:** Enter odometer reading on the old odometer on the day it was removed from the vehicle.

**2:** Enter the starting odometer reading from the new odometer on the day it was installed.

**3:** Enter the 6/30/06 odometer reading for the **vehicle**

# Available Dropdowns

2005-2006 BUS Inventory and Usage Edit Form

Serial No. (VIN): 1935 Year: 88

Vehicle Type: School Bus Fuel: Diesel Capacity: Over 71

Vehicle Class: School Bus

Contractor Name: Add New

Gross Vehicle Weight: Primary Use: General Student Transportation

Features:

Annual Mileage by Usage Type:

Auto Transmission: ☒ yes Annual Route Miles: 0

Air Brakes: ☒ yes Annual School-To-School Miles: 0

Lift Equipped: ☒ yes Annual Trip Miles: 0

Two-Way Communications: ☒ yes Other (Non-School Related): 0

Total Usage Miles: 0

Odometer Readings (Original Odometer): Previous: 245978 Ending: 0

Was the odometer on this vehicle changed since last year's submission? If yes, please check this box and provide beginning and ending mileage amounts of the new odometer: ☐

Annual Miles (Calculated): 0

Save Return

2005-2006 BUS Inventory and Usage Edit Form

Serial No. (VIN): 1935 Year: 88

Vehicle Type: School Bus Fuel: Diesel Capacity: Over 71

Vehicle Class: C Body: Thomas Chassis: International

Contractor Name: Add New

Gross Vehicle Weight: Primary Use: General Student Transportation

Features:

Annual Mileage by Usage Type:

Auto Transmission: ☒ yes Annual Route Miles: 0

Air Brakes: ☒ yes Annual School-To-School Miles: 0

Lift Equipped: ☒ yes Annual Trip Miles: 0

Two-Way Communications: ☒ yes Other (Non-School Related): 0

Total Usage Miles: 0

Odometer Readings (Original Odometer): Previous: 245978 Ending: 0

Was the odometer on this vehicle changed since last year's submission? If yes, please check this box and provide beginning and ending mileage amounts of the new odometer: ☐

Annual Miles (Calculated): 0

Save Return

2005-2006 BUS Inventory and Usage Edit Form

Serial No. (VIN): 1935 Year: 88

Vehicle Type: School Bus Fuel: Diesel Capacity: 1-7

Vehicle Class: C Body: Thomas Chassis: 1-7

Contractor Name: Add New

Gross Vehicle Weight: Primary Use: General Student Transportation

Features:

Annual Mileage by Usage Type:

Auto Transmission: ☒ yes Annual Route Miles: 0

Air Brakes: ☒ yes Annual School-To-School Miles: 0

Lift Equipped: ☒ yes Annual Trip Miles: 0

Two-Way Communications: ☒ yes Other (Non-School Related): 0

Total Usage Miles: 0

Odometer Readings (Original Odometer): Previous: 245978 Ending: 0

Was the odometer on this vehicle changed since last year's submission? If yes, please check this box and provide beginning and ending mileage amounts of the new odometer: ☐

Annual Miles (Calculated): 0

Save Return

2005-2006 BUS Inventory and Usage Edit Form

Serial No. (VIN): 1935 Year: 88

Vehicle Type: School Bus Fuel: Diesel Capacity: 1-7

Vehicle Class: A1 Body: Thomas Chassis: International

Contractor Name: Add New

Gross Vehicle Weight: Primary Use: General Student Transportation

Features:

Annual Mileage by Usage Type:

Auto Transmission: ☒ yes Annual Route Miles: 0

Air Brakes: ☒ yes Annual School-To-School Miles: 0

Lift Equipped: ☒ yes Annual Trip Miles: 0

Two-Way Communications: ☒ yes Other (Non-School Related): 0

Total Usage Miles: 0

Odometer Readings (Original Odometer): Previous: 245978 Ending: 0

Was the odometer on this vehicle changed since last year's submission? If yes, please check this box and provide beginning and ending mileage amounts of the new odometer: ☐

Annual Miles (Calculated): 0

Save Return

A ? graphic will be available for Vehicle class. Click on the ? to get a description of the vehicle class that corresponds to the numbers listed on this dropdown list.

## Available Dropdowns (cont'd)

2005-2006 BUS Inventory and Usage Edit Form

Serial No. (VIN): 1935 Year: 88

Vehicle Type: School Bus Fuel: Diesel Capacity: 1-7

Vehicle Class: A1 Body: Blue Bird Chassis: International

Contractor Name:  Add New

Gross Vehicle Weight: 0 Primary Use: General Student Transportation

Features: ☐ Annual Mileage by Usage Type:

Auto Transmission: ☒ yes Annual Route Miles: 0

Air Brakes: ☒ yes Annual School-To-School Miles: 0

Lift Equipped: ☒ yes Annual Trip Miles: 0

Two-Way Communications: ☒ yes Other (Non-School Related): 0

Total Usage Miles: 0

Odometer Readings (Original Odometer): Previous: 245978 Ending: 0

Was the odometer on this vehicle changed since last year's submission? If yes, please check this box and provide beginning and ending mileage amounts of the new odometer: ☐

Annual Miles (Calculated): 0

Save Return

2005-2006 BUS Inventory and Usage Edit Form

Serial No. (VIN): 1935 Year: 88

Vehicle Type: School Bus Fuel: Diesel Capacity: 1-7

Vehicle Class: A1 Body: Blue Bird Chassis: Blue Bird

Contractor Name:  New

Gross Vehicle Weight: 0 Primary Use: General Student Transportation

Features: ☐ Annual Mileage by Usage Type:

Auto Transmission: ☒ yes Annual Route Miles: 0

Air Brakes: ☒ yes Annual School-To-School Miles: 0

Lift Equipped: ☒ yes Annual Trip Miles: 0

Two-Way Communications: ☒ yes Other (Non-School Related): 0

Total Usage Miles: 0

Odometer Readings (Original Odometer): Previous: 245978 Ending: 0

Was the odometer on this vehicle changed since last year's submission? If yes, please check this box and provide beginning and ending mileage amounts of the new odometer: ☐

Annual Miles (Calculated): 0

Save Return

2005-2006 BUS Inventory and Usage Edit Form

Serial No. (VIN): 1935 Year: 88

Vehicle Type: School Bus Fuel: Diesel Capacity: 1-7

Vehicle Class: A1 Body: Blue Bird Chassis: Blue Bird

Contractor Name:  Add New

Gross Vehicle Weight: 0 Primary Use: General Student Transportation

Features: ☐ Annual Mileage by Usage Type:

Auto Transmission: ☒ yes Annual Route Miles: 0

Air Brakes: ☒ yes Annual School-To-School Miles: 0

Lift Equipped: ☒ yes Annual Trip Miles: 0

Two-Way Communications: ☒ yes Other (Non-School Related): 0

Total Usage Miles: 0

Odometer Readings (Original Odometer): Previous: 245978 Ending: 0

Was the odometer on this vehicle changed since last year's submission? If yes, please check this box and provide beginning and ending mileage amounts of the new odometer: ☐

Annual Miles (Calculated): 0

Save Return

# Adding a New SAU Owned Vehicle or Contracted Vehicle (reference Page 7, Step 7)

The screenshot shows a web browser window titled "Maine Education Data Management System - Microsoft Internet Explorer". The address bar displays a URL: `http://10.10.228.189/prjWEB/Medms_BusInventory.aspx?app=Transportation&role=Bus%20Inventory&parent=0&child=0&action=read`. The main content area contains a table with 17 rows of vehicle data. Each row has five columns: a vehicle ID, a numeric code, a name, a status dropdown menu (all set to "In Service"), and an "Update" button. Below the table are three buttons: "Add a New SAU Owned Vehicle", "Add a Contracted Vehicle", and "Save Form Data".

|      |    |               |            |        |
|------|----|---------------|------------|--------|
| 7015 | 89 | Thomas        | In Service | Update |
| 7016 | 89 | Thomas        | In Service | Update |
| 7130 | 98 | Blue Bird     | In Service | Update |
| 7131 | 98 | Blue Bird     | In Service | Update |
| 7132 | 98 | Blue Bird     | In Service | Update |
| 7133 | 98 | Blue Bird     | In Service | Update |
| 7223 | 03 | Thomas        | In Service | Update |
| 7916 | 02 | Thomas        | In Service | Update |
| 7917 | 02 | Thomas        | In Service | Update |
| 7918 | 02 | Thomas        | In Service | Update |
| 7919 | 02 | Thomas        | In Service | Update |
| 7920 | 02 | Thomas        | In Service | Update |
| 8024 | 92 | Thomas        | In Service | Update |
| 8433 | 01 | Thomas        | In Service | Update |
| 8628 | 05 | International | In Service | Update |
| 8629 | 05 | International | In Service | Update |
| 9350 | 96 | Thomas        | In Service | Update |

Buttons at the bottom: "Add a New SAU Owned Vehicle", "Add a Contracted Vehicle", "Save Form Data".

Click here to add a new SAU owned vehicle. This will bring you to a new Vehicle Inventory and Usage Edit Form. Fill in all information for the new vehicle.

Click here to add a new contracted vehicle. This will bring you to a new "Vehicle Inventory and Usage Edit Form." Fill in all information for the new vehicle including the contact information for the contractor (see next page).



# Edit or Add a Contracted Vehicle

1. Fill in all information regarding the contracted vehicle on this page.
2. If your contractor is not listed on the drop down list, click the Add New button and provide all information requested on the New Bus Contractor Form. See page 18 for a sample of the New Bus Contractor Form.

2005 - 2006 BUS Inventory and Usage Edit Form

Serial No. (VIN): 6085 Year: 90

Vehicle Type: School Bus Fuel: Diesel Capacity: Over 71

Vehicle Class: C Body: Thomas Chassis: International

Contractor Name: Clyde's Trucking Co., Sebec

Gross Vehicle Weight: 10000

Features: General Student Transportation

Auto Transmission: 0

Air Brakes: ☒ yes

Lift Equipped: ☒ yes

Two-Way Communication: ☒ yes

Usage Miles: 0

Annual Miles (Calculated): 0

Save Return

**IMPORTANT:** Verify that you have entered **ALL** data for **EVERY** vehicle prior to the deadline.



Change the information on this form as necessary.

http://10.10.228.189/prjWEB/Medms\_UpdateBusContractor.aspx - Microsoft ...

### Update Bus Contractor Form

Contractor Name:

Mailing Address:

City:  State:  Zip:

Phone No:  Fax No:

Contact:  E-Mail Address:

Done Internet

# New Contractor Contact Information

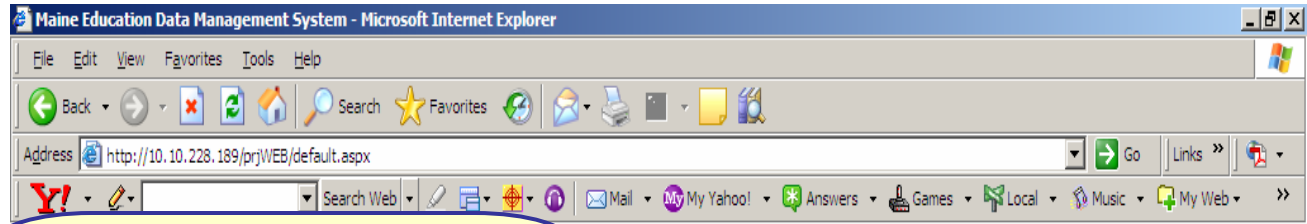
The screenshot shows a web browser window with the address bar displaying `http://10.10.228.189/prjWEB/Medms_AddBusContractor.aspx - Microsoft Int...`. The main content area is titled "New Bus Contractor Form". Below the title, there are several input fields arranged in a form: "Contractor Name:" followed by a text box; "Mailing Address:" followed by a text box; "City:" followed by a text box, "State:" followed by a small text box, and "Zip:" followed by a text box; "Phone No:" followed by a text box and "Fax No:" followed by a text box; "Contact:" followed by a text box and "E-Mail Address:" followed by a text box. At the bottom of the form are two buttons: "Save" and "Cancel". The browser's status bar at the bottom shows "Done" and "Inter" icons.

**SAVE** will save the entered data and return to the "Adding a Contracted Vehicle" page.

**CANCEL** will clear all information.

# PART 2

## Training, Safety and Operations



**Step 1:** Select **Safety and Training** then "Go" to get to the "Training, Safety & Operations" form.

Please select an Application and an Action from the menu above.

**Step 2:** Verify name, email, phone, etc.

Please select an Application and an Action from the menu above.

**Bus Training, Safety, and Operations**

Select SAU:

Name of Person Completing this Report:

Phone Number:

Email Address:

Fax Number:

Part I Bus Driver Training (FE T 21)

# Bus Driver Training

## Step 3

Maine Education Data Management System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail My Yahoo! Answers Games Local Music My Web

Address [http://10.10.228.189/prjWEB/Medms\\_BusTraining.aspx?app=Transportation&role=Safety%20and%20Training&parent=0&child=1&action=add](http://10.10.228.189/prjWEB/Medms_BusTraining.aspx?app=Transportation&role=Safety%20and%20Training&parent=0&child=1&action=add) Go Links

7737307 Search Web

### Part I - Bus Driver Training (EF-T-21)

If you have contracts for school bus service with more than one contractor, you must consolidate the information from all of the bus contractors onto one report for submission to the Department. EXAMPLE: If you have two contractors and one employs 5 drivers and one employs 7 drivers, the total drivers employed would be 12. Likewise, if contractor A hired 1 new driver this reporting year and contractor B hired 2 new drivers, the total drivers hired this reporting year would be 3. If contractor A with 5 drivers provides 8 hours of inservice training to their drivers and contractor B with 7 drivers provides 16 hours of inservice training, then the reported hours of inservice training per driver would be the weighted average of the two contractors or:  $((5 \times 8) + (7 \times 16)) / 12 = 13$  hours.

| 1. Total number of <i>male</i> drivers employed: (full and part-time):                      | <input type="text"/>   |                      |         |           |  |                      |                      |  |                      |                      |
|---|--|----------------------|---------|-----------|--|----------------------|----------------------|--|----------------------|----------------------|
| 2. Total number of <i>female</i> drivers employed: (full and part-time):                    | <input type="text"/>   |                      |         |           |  |                      |                      |  |                      |                      |
| 3. Number of new bus drivers hired this reporting year:                                     | <input type="text"/>   |                      |         |           |  |                      |                      |  |                      |                      |
| 4. Total number of hours of initial training given to <u>each</u> new busdriver:            | <input type="text"/>   |                      |         |           |  |                      |                      |  |                      |                      |
| 5. Total drivers receiving in-service training (workshops, seminars, road-e-o):             | <input type="text"/>   |                      |         |           |  |                      |                      |  |                      |                      |
| 6. Average number of hours of in-service training given a driver during the reporting year: | <input type="text"/>   |                      |         |           |  |                      |                      |  |                      |                      |
| 7. This reporting year, how many of your drivers and mechanics participated in:             |  |                      |         |           |  |                      |                      |  |                      |                      |
|   | <table border="1"><thead><tr><th></th><th>Drivers</th><th>Mechanics</th></tr></thead><tbody><tr><td>a. DOE/MAPT Regional Conference/Road-E-O</td><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td>b. DOE/MAPT Annual Safety Conference @ Sugarloaf</td><td><input type="text"/></td><td><input type="text"/></td></tr></tbody></table> |                      | Drivers | Mechanics | a. DOE/MAPT Regional Conference/Road-E-O | <input type="text"/> | <input type="text"/> | b. DOE/MAPT Annual Safety Conference @ Sugarloaf | <input type="text"/> | <input type="text"/> |
|   | Drivers  | Mechanics            |         |           |  |                      |                      |  |                      |                      |
| a. DOE/MAPT Regional Conference/Road-E-O  | <input type="text"/>   | <input type="text"/> |         |           |  |                      |                      |  |                      |                      |
| b. DOE/MAPT Annual Safety Conference @ Sugarloaf  | <input type="text"/>   | <input type="text"/> |         |           |  |                      |                      |  |                      |                      |

Every field requires a numerical response. If the answer is zero or the item does not apply, enter 0 in that field.

# Pupil Transportation and Training

## Step 4

Maine Education Data Management System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail My Yahoo! Answers Games Local Music My Web

Address [http://10.10.228.189/prjWEB/Medms\\_BusTraining.aspx?app=Transportation&role=Safety%20and%20Training&parent=0&child=1&action=add](http://10.10.228.189/prjWEB/Medms_BusTraining.aspx?app=Transportation&role=Safety%20and%20Training&parent=0&child=1&action=add) Go Links

7737307 Search Web

### Part II - Pupil Transportation and Training

To calculate the number of students transported, use the following formula: Number of full-day riders in the morning *plus* Number of full-day riders in the afternoon divided by 2 *plus* Number of 1/2-day pre-K and K riders in the morning *plus* Number of 1/2 day pre-K and K riders in the afternoon

|   | Grade 9-12           | Others               |
|---|----------------------|----------------------|
| 8A. Average total <u>resident students</u> transported daily by your unit:                | <input type="text"/> | <input type="text"/> |
| 8B. Average total <u>non-resident students</u> transported daily by your unit:            | <input type="text"/> | <input type="text"/> |
| 8C. Average total <u>resident students</u> transported by another unit or private school: | <input type="text"/> | <input type="text"/> |

9. How many students from your total student population received training this reporting year in:

|                          |                      |
|--------------------------|----------------------|
| a. Safe Riding Practices | <input type="text"/> |
| b. Evacuation Drills     | <input type="text"/> |

10. Do students who do not regularly ride a school bus receive Safe Riding Practices and Evacuation Drills Training?

☐ Yes

Every field requires a numerical response. If the answer is zero or the item does not apply, enter 0 in that field.

# Safety Step 5

Maine Education Data Management System - Microsoft Internet Explorer

Address: http://10.10.228.189/prjWEB/Medms\_BusTraining.aspx?app=Transportation&role=Safety%20and%20Training&parent=0&child=1&action=add

7737307

**Part III - Safety**

| 11. How many crashes involved school buses (\$1,000 or more property damage/personal injury or death?)                | <input type="text"/>   |                      |         |        |   |                      |                      |  |                      |                      |   |                      |                      |   |                      |                      |   |                      |                      |   |                      |                      |   |                      |                      |
|---|--|----------------------|---------|--------|---|----------------------|----------------------|--|----------------------|----------------------|---|----------------------|----------------------|---|----------------------|----------------------|---|----------------------|----------------------|---|----------------------|----------------------|---|----------------------|----------------------|
| 12. Number of school bus crashes considered preventable:  | <input type="text"/>   |                      |         |        |   |                      |                      |  |                      |                      |   |                      |                      |   |                      |                      |   |                      |                      |   |                      |                      |   |                      |                      |
| 13. Number of school bus crashes that were due to bus driver error:   | <input type="text"/>   |                      |         |        |   |                      |                      |  |                      |                      |   |                      |                      |   |                      |                      |   |                      |                      |   |                      |                      |   |                      |                      |
| 14. Number of school bus crashes due to mechanical failure of the bus:  | <input type="text"/>   |                      |         |        |   |                      |                      |  |                      |                      |   |                      |                      |   |                      |                      |   |                      |                      |   |                      |                      |   |                      |                      |
| 15. Number of injuries and deaths resulting from school bus related crashes:  |  |                      |         |        |   |                      |                      |  |                      |                      |   |                      |                      |   |                      |                      |   |                      |                      |   |                      |                      |   |                      |                      |
|   | <table border="1"> <thead> <tr> <th></th> <th>Injured</th> <th>Killed</th> </tr> </thead> <tbody> <tr> <td>a. School bus drivers:</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>b. School bus passengers (student):</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>c. School bus passengers (non-student):</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>d. Driver of other vehicle(s) involved:</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>e. Passenger(s) in other vehicle(s) involved:</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>f. Pedestrian(s) or other person(s) not traveling in a motorized vehicle:</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>g. Students loading/unloading or at the bus stop:</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table> |                      | Injured | Killed | a. School bus drivers:                            | <input type="text"/> | <input type="text"/> | b. School bus passengers (student):                  | <input type="text"/> | <input type="text"/> | c. School bus passengers (non-student): | <input type="text"/> | <input type="text"/> | d. Driver of other vehicle(s) involved: | <input type="text"/> | <input type="text"/> | e. Passenger(s) in other vehicle(s) involved: | <input type="text"/> | <input type="text"/> | f. Pedestrian(s) or other person(s) not traveling in a motorized vehicle: | <input type="text"/> | <input type="text"/> | g. Students loading/unloading or at the bus stop: | <input type="text"/> | <input type="text"/> |
|   | Injured  | Killed               |         |        |   |                      |                      |  |                      |                      |   |                      |                      |   |                      |                      |   |                      |                      |   |                      |                      |   |                      |                      |
| a. School bus drivers:  | <input type="text"/>   | <input type="text"/> |         |        |   |                      |                      |  |                      |                      |   |                      |                      |   |                      |                      |   |                      |                      |   |                      |                      |   |                      |                      |
| b. School bus passengers (student):   | <input type="text"/>   | <input type="text"/> |         |        |   |                      |                      |  |                      |                      |   |                      |                      |   |                      |                      |   |                      |                      |   |                      |                      |   |                      |                      |
| c. School bus passengers (non-student):   | <input type="text"/>   | <input type="text"/> |         |        |   |                      |                      |  |                      |                      |   |                      |                      |   |                      |                      |   |                      |                      |   |                      |                      |   |                      |                      |
| d. Driver of other vehicle(s) involved:   | <input type="text"/>   | <input type="text"/> |         |        |   |                      |                      |  |                      |                      |   |                      |                      |   |                      |                      |   |                      |                      |   |                      |                      |   |                      |                      |
| e. Passenger(s) in other vehicle(s) involved:   | <input type="text"/>   | <input type="text"/> |         |        |   |                      |                      |  |                      |                      |   |                      |                      |   |                      |                      |   |                      |                      |   |                      |                      |   |                      |                      |
| f. Pedestrian(s) or other person(s) not traveling in a motorized vehicle:   | <input type="text"/>   | <input type="text"/> |         |        |   |                      |                      |  |                      |                      |   |                      |                      |   |                      |                      |   |                      |                      |   |                      |                      |   |                      |                      |
| g. Students loading/unloading or at the bus stop:   | <input type="text"/>   | <input type="text"/> |         |        |   |                      |                      |  |                      |                      |   |                      |                      |   |                      |                      |   |                      |                      |   |                      |                      |   |                      |                      |
| 16. Total Students injured or killed while traveling to/from school or school related activities via modes of travel: |  |                      |         |        |   |                      |                      |  |                      |                      |   |                      |                      |   |                      |                      |   |                      |                      |   |                      |                      |   |                      |                      |
|   | <table border="1"> <thead> <tr> <th></th> <th>Injured</th> <th>Killed</th> </tr> </thead> <tbody> <tr> <td>a. Pedestrian/bike or other non-vehicular travel:</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>b. Driver/passenger in non-school bus motor vehicle:</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table>   |                      | Injured | Killed | a. Pedestrian/bike or other non-vehicular travel: | <input type="text"/> | <input type="text"/> | b. Driver/passenger in non-school bus motor vehicle: | <input type="text"/> | <input type="text"/> |   |                      |                      |   |                      |                      |   |                      |                      |   |                      |                      |   |                      |                      |
|   | Injured  | Killed               |         |        |   |                      |                      |  |                      |                      |   |                      |                      |   |                      |                      |   |                      |                      |   |                      |                      |   |                      |                      |
| a. Pedestrian/bike or other non-vehicular travel:   | <input type="text"/>   | <input type="text"/> |         |        |   |                      |                      |  |                      |                      |   |                      |                      |   |                      |                      |   |                      |                      |   |                      |                      |   |                      |                      |
| b. Driver/passenger in non-school bus motor vehicle:  | <input type="text"/>   | <input type="text"/> |         |        |   |                      |                      |  |                      |                      |   |                      |                      |   |                      |                      |   |                      |                      |   |                      |                      |   |                      |                      |

Submit Form   Clear Form

**Clear Form** resets all data on this form back to zero.

**Step 6: Final Step**

**IMPORTANT:** Verify that you have entered **ALL** data prior to the deadline.

# Questions?



| Call or Email  |  |
|--|--|
| Harvey   | Karen  |
| OR   |  |
| 624-6884   | 624-6848   |
| <a href="mailto:Harvey.Boatman@Maine.Gov">Harvey.Boatman@Maine.Gov</a> | <a href="mailto:Karen.L.Bossie@Maine.Gov">Karen.L.Bossie@Maine.Gov</a> |